

**COXSACKIE-ATHENS**  
**CENTRAL SCHOOL DISTRICT**  
24 SUNSET BOULEVARD  
COXSACKIE, NY 12051

Non-Profit Org.  
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Norwich, NY  
13815

Current Resident Or  
ECRWSS  
BOXHOLDER

Contact Information

District Wide

**24 Sunset Boulevard, Coxsackie, NY 12051**  
General Information ..... 518-731-1700  
Superintendent, Randall Squier ..... 518-731-1710  
Assistant Superintendent of Instructional Services,  
Kerry Houlihan ..... 518-731-1702  
Administrator for Business and Finance,  
Ryan Palmer..... 518-731-1715  
District Clerk, Andrea Slater, ..... 518-731-1702  
Director of Special Education, Katie Castle ... 518-731-1725  
Director of Technology, Nicole Lindeman ..... 518-731-1709  
Athletic Director, Curtis Wilkinson..... 518-731-1722

**District Wide**  
Quality Assurance Coordinator,  
Michael Petramale ..... 518-731-1730  
Director of Transportation,  
Theodore Nugent..... 518-731-1732  
Director of Food Service, Mary DiStefano ..... 518-731-1821

Coxsackie-Athens High School

**24 Sunset Boulevard, Coxsackie, NY 12051**  
William Behrle, Principal ..... 518-731-1801  
Guidance Office ..... 518-731-1810  
School Nurse (Elisha Lackie) ..... 518-731-1805

Coxsackie-Athens Middle School

**24 Sunset Boulevard, Coxsackie, NY 12051**  
Freyra Mercer, Principal..... 518-731-1850  
Guidance Office ..... 518-731-1855  
School Nurse (Tina Dombroski) ..... 518-731-1865

Coxsackie Elementary School

**24 Sunset Boulevard, Coxsackie, NY 12051**  
Karen Miller, Principal ..... 518-731-1771  
School Nurse (Katelyn Frisbee-Cronin)..... 518-731-1775

Edward J. Arthur Elementary School

**51 Third Street, Athens, NY 12015**  
James Martino, Principal..... 518-731-1750  
School Nurse (Crysta Ryan) ..... 518-731-1755



COXSACKIE-ATHENS CENTRAL SCHOOL DISTRICT

2023-2024  
SCHOOL CALENDAR AND HANDBOOK



“COXSACKIE-ATHENS INSPIRES LEARNERS TO ACHIEVE EXTRAORDINARY SUCCESS”



Back to School Checklist

The first day of school is probably one of the most exciting times for children – renewing old friendships, meeting new friends, and working through the fray of new schedules, books, lockers and, in the case of children entering a building for the first time, “unfamiliar floor plans, teachers, and administrators. Following are a few tips to “survive” the first few days of school. We hope this checklist is helpful.

- School begins for students in grades 1-12 on September 6. Kindergarten starts on September 7. Pre-K students will have a staggered start of school with half the class on Thursday, September 7 and the other half of the class beginning on Friday, September 8. All Pre-K students will be together on September 11.
- School hours are as follows: **Middle School and High School**—students enter building at 8:05 a.m; 9th period ends at 2:34 p.m.—first dismissal. Tenth period dismissal at 3:10 p.m. **Elementary Schools**—students enter building at 8:53 a.m. (a Grab and Go Breakfast will be available.). Please do not drop students off early; early morning supervision is limited, unless students are involved in the YMCA Program. A staggered dismissal will begin at 3:20 p.m.
- Bus riders should note bus routes and *approximate* pick-up times, which are published in local papers. Additional transportation questions should be directed to the Transportation Office at 731-1732.
- We ask all children, but especially walkers, to be respectful of our neighbors’ property. Please do not cut across lawns, through private property, etc.
- Are there legal agreements that affect your child? Custody agreements or limitations, orders of protection, name changes, etc. should be on file with the school office.
- Will your child need to take medication in school? Please consult the nurse in your respective building for medication guidelines and requirements. All medication to be taken in school must be first referred through the school nurse.
- A Grab and Go Breakfast is served at school at a cost. School breakfast will give your child a healthy start to the day. Breakfast in all buildings is served in the middle school and high school at 8:05 a.m. and in the elementary schools starting at 8:53 a.m.

Public Announcement for School Meals Form

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. **Submit your completed form or letter to USDA by:**

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - (2) fax: (202) 690-7442; or
  - (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- This institution is an equal opportunity provider.



SEPTEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div><div>AUGUST 2023</div><div><div>12345</div><div>6789101112</div><div>13141516171819</div><div>20212223242526</div><div>2728293031</div></div></div>	<div><div>OCTOBER 2023</div><div><div>1234567</div><div>891011121314</div><div>15161718192021</div><div>22232425262728</div><div>293031</div></div></div>				1	2
					No School–Conference Day	
3	4	5	6	7	8	9
	No School–Labor Day (Offices Closed)	Elementary Open House (Grades 1-4), 3:30 p.m. No School–Conference Day	First Day of Classes Welcome Back! PreK/Kindergarten Orientation, 10 a.m.	First Day of School for Kindergarten Staggered Start Pre-K HS & MS Open House Meet and Greet, 6:00 p.m.	Staggered Start Pre-K	
10	11	12	13	14	15	16
	First Day Pre-K (All Students)	CE PTO Meeting, 3:45 p.m.			EJA PTO Back to School Bash, 6:00 p.m. First Day of Hispanic Heritage Month Rosh Hashanah	
17	18	19	20	21	22	23
	EJA PTO Meeting, 3:45 p.m. Parent Community Council, HS Library, 6:30 p.m.		CE School Picture Day Elementary Kindergarten Open House, 6:00 p.m.	Senior Portraits LINKS, HS Library, 3:30 p.m. BOE Regular Meeting, HS Library, 6:30 p.m.	CE PTO Fall Fundraiser Kick Off Assembly Senior Portraits EJA PTO Back to School Bash (Rain Date), 6:00 p.m. Homecoming Sports Weekend, 7:00 p.m.	Homecoming Events, All Day
24	25	26	27	28	29	30
Yom Kippur			HS Picture Day	HS Picture Day	MS Picture Day Sukkot	CE PTO Fun Run

All Dates Tentative

All Jewish holidays begin at sundown on the evening before.



Board of Education

- Mr. Michael Donahue— President
- Mrs. Jamie Dorr— Vice President
- Mrs. Tara Bachner
- Mrs. Nicole Canning
- Mr. Kyle Garland
- Ms. Ina Guilzon
- Mr. David Taylor
- Mr. Barton Wallace
- Ms. Shelly West

Board Meeting Schedule

Board Meeting Schedule - Regular Meetings begin at 6:30 p.m., Presentation meetings begin at 6 p.m. unless otherwise noted.	
<b>2023</b>	
Thursday, July 6, 2023 .....	MS Library
Thursday, August 17, 2023 .....	MS Library
Thursday, September 21, 2023 .....	HS Library
Thursday, October 19, 2023 .....	EJA Cafeteria
Thursday, November 2, 2023 .....	Workshop .....
Thursday, November 16, 2023 .....	CE Cafeteria
Thursday, December 21, 2023 .....	MS Library
Thursday, December 21, 2023 .....	HS Library
<b>2024</b>	
Thursday, January 18, 2024 .....	EJA Cafeteria
Thursday, February 1, 2024 .....	Workshop .....
Thursday, February 8, 2024 .....	MS Library
Thursday, March 14, 2024 .....	Workshop .....
Thursday, March 21, 2024 .....	CE Cafeteria
Thursday, April 11, 2024 .....	Workshop .....
Thursday, April 18, 2024 .....	MS Library
Tuesday, April 23, 2024 .....	Workshop .....
Tuesday, May 21, 2024 .....	<b>Budget Vote 1 pm</b> .....
Thursday May 23, 2024 .....	CE & EJA Cafe
Thursday June 20, 2024 .....	HS Library
Thursday June 20, 2024 .....	MS Library
Tuesday July 2, 2024 .....	MS Library

Changes to this schedule shall be majority vote of the Board and will be listed on our website.



OCTOBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
Board of Education Appreciation Month		EJA Picture Day			CE PTO Fall Fundraiser Ends MS/HS End Progress Report 1 <b>PK-12 Early Dismissal</b>	
8	9	10	11	12	13	14
	No School—Columbus Day & Indigenous Peoples Day (Offices Closed)	CE PTO Meeting, 3:45 p.m.		EJA Fire Prevention Day Part 1	CE Fire Prevention Day EJA Fire Prevention Day Part 2	
15	16	17	18	19	20	21
	EJA PTO Meeting, 3:45 p.m.	CE Author Visit (Ben Barrowman)	EJA Author Visit (Ben Barrowman) <b>Unity Day</b>	BOE Regular Meeting, EJA Cafeteria, 6:30 p.m.	EJA PTO Trunk or Treat, 6:00 p.m.	
22	23	24	25	26	27	28
					CE PTO Harvest Festival NYS Big Apple Crunch EJA PTO Trunk or Treat (Rain Date) 6:00 p.m.	
29	30	31			<div>SEPTEMBER 2023</div> <div>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</div>	
		EJA Halloween Parade, 2:15 p.m. CE Halloween Parade, 2:30 p.m. <b>Halloween</b>			<div>NOVEMBER 2023</div> <div>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</div>	

All Dates Tentative

All Jewish holidays begin at sundown on the evening before.



Coxsackie-Athens Central School District

Code of Conduct Summary

All students have certain rights when attending our school. Among those are the right to a safe and orderly environment, equal access to all district activities and programs, and the right to due process in all matters regarding disciplinary sanctions. However, students also have responsibilities, which include contributing to that safe and orderly environment, following district rules and policies, maintaining regular attendance, working to the best of their ability, accepting responsibility for actions, dressing appropriately for school and school functions, and seeking help to resolve problems or issues that may lead to disciplinary consequences.

**ESSENTIAL PARTNERS.** Our educational program is dependent upon “Essential Partners,” those individuals who contribute directly to a student’s success. Each of those partners have specific responsibilities which, when met, will help to assure a successful educational experience. The partners include parents, teachers, guidance counselors, other school personnel, principals, the Superintendent, and the Board of Education. The comprehensive code spells out the specific expectations for each of the partners.

**STUDENT DRESS CODE.** Students dress is expected to be appropriate to the school setting. It should not be disruptive or distracting to the educational process. Footwear must also be worn at all times. Footwear that may be deemed a safety hazard will not be permitted.

Clothing that includes items that are vulgar, obscene, libelous, or which may denigrate others will not be permitted. Similarly, clothing which may promote or endorse the use of alcohol, tobacco, or illegal drugs or illegal or violent activity is not acceptable.

**PROHIBITED STUDENT CONDUCT.** The comprehensive code outlines, in detail, areas of prohibited student conduct. These include disorderly conduct, insubordination, disruptive behavior, violent conduct, or any other behavior which endangers the safety, morals, health, or welfare of others. Also prohibited is misconduct on a school bus as well as academic misconduct (e.g. plagiarism, cheating). The code also provides specific attention to incidents involving weapons, students who commit violent acts, and students who are repeatedly and substantially disruptive to the educational process. The code also acknowledges the specific due process and procedural safeguards afforded students with disabilities under the Individuals with Disabilities Education Act (IDEA).

**PENALTIES.** When penalties are imposed, administrators must take into account various issues, which include the age of the student, the circumstances surrounding the offense, prior disciplinary record, information received from other sources, as well as any extenuating circumstances. A range of penalties is provided, which may be imposed according to the nature and circumstance of the offense. The penalties include

verbal warnings, counseling/mediation, detention, removal from class by a teacher, suspension from activities or privileges, placement in an alternative learning site, and out-of-school suspension. Referral to Family Court or other agencies may also be part of disciplinary action.

Teachers may remove a disruptive student from a class for a period of up to two days. Parent notification is a required part of this process, along with due process rights to discuss reasons for the removal.

**PROGRESSIVE RESPONSE TO BEHAVIOR ISSUES.** The Coxsackie-Athens Central School District also believes that discipline is best administered in a progressive fashion. Category I behavior (incidents of a relatively minor nature or first-time lower-level offenses) will be met with responses different from Category IV behavior (students who have committed acts of violence or who are repeatedly disruptive or substantially interfere with the teacher’s authority over the classroom).

**STUDENT SEARCHES AND INTERROGATIONS.** In attempting to assure a safe and orderly environment, students may be questioned by school officials regarding alleged violations of law or the district Code of Conduct. Furthermore, searches of students and their belongings, according to specific guidelines, are also authorized where there is reasonable suspicion that the student violated the law or the district Code of Conduct or where safety may be threatened. Students have no reasonable expectation of privacy with respect to computer files, student lockers, desks, and other school storage places. These may be searched at any time without prior notice or consent. The Board of Education has also authorized the intermittent use of a drug-sniffing dog.

**PUBLIC CONDUCT ON SCHOOL PROPERTY.** All persons on school property or at school functions are expected to conduct themselves in a respectful and orderly manner. Specifically prohibited conduct includes intentional injury or threat; damaging school property; disruptive conduct; distributing or wearing materials or objects that are obscene, libelous, advocate illegal action or obstruct the rights of others; smoking or use of tobacco products on school property; possession, consumption, sale or distribution of alcoholic beverages or controlled substances or being under the influence of either; possession of weapons; loitering, or refusing to comply with any reasonable request of recognizable school officials while performing their duties. Conduct expectations for the public will be clearly posted in each building.

*(The comprehensive code outlines conduct requirements in detail. A full copy is available at [www.cacsd.org](http://www.cacsd.org))*

NOVEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
		Food Service Appreciation Month	GCMEA Fall All County Practice 3:00 p.m. First Day of American Indian Heritage Month	BOE Workshop, CE Cafeteria, 6:00 p.m.	GCMEA Fall All-County Practice, 3:00 p.m. GCMEA Fall All-County Concert, 7:30 p.m.	
5	6	7	8	9	10	11
Daylight Saving Time Ends (Turn clocks back 1 hour)	EJA Veterans Day Assembly, 9:45 a.m.	CE PTO Meeting, 3:45 p.m. Election Day	MS Picture Retake Day HS Picture Retake Day, HS Auditorium, 7:00 a.m.	MS/HS End Quarter 1 CE Veterans Day Assembly, 9:45 a.m. EJA Kindergarten Alphabet Parade, 2:15 p.m.	No School–Veterans Day (Observed) (Offices Closed)	Veterans Day
12	13	14	15	16	17	18
	CE PTO Book Fair					
			EJA Picture Retake Day CE 3rd Grade Performance, 2:15 p.m.	EJA PTO Thanksgiving Lunch BOE Regular Meeting, MS Library, 6:30 p.m.	Area All-State Festival @ Wallkill HS CE Kindergarten Alphabet Parade, 2:00 p.m.	Area All-State Festival @ Wallkill HS CE PTO Paint An Ornament
19	20	21	22	23	24	25
			No School–Thanksgiving Recess			
	EJA PTO Meeting, 3:45 p.m. Parent Community Council, HS Library, 6:30 p.m.	EJA 3rd Grade Performance, 2:15 p.m.		Thanksgiving (Offices Closed)	Native American Heritage Day (Offices Closed)	
26	27	28	29	30	OCTOBER 2023	
	MS Fall Book Fair				1 2 3 4 5 6 7	DECEMBER 2023
					8 9 10 11 12 13 14	1 2
					15 16 17 18 19 20 21	3 4 5 6 7 8 9
					22 23 24 25 26 27 28	10 11 12 13 14 15 16
					29 30 31	17 18 19 20 21 22 23
			CE PTO Polar Pals Shopping	NYSSMA All-State Winter Conference, Rochester		24 25 26 27 28 29 30
						31



District Computer & Electronic Resources

As part of its educational programs, the Cocksackie-Athens Central School District makes computers, Internet access, and on-line interactive communications available to students. Although the use of these resources is a vital part of District educational programs, parents and their students should be aware that District computer privileges can be curtailed or suspended for violations of the policy and regulations governing use of District computer and Network Resources, a copy of which can be accessed on the district's website or is available through any school office.

In addition to the District's rules, computer use and Internet access are subject to local, state, federal and international laws, regulations and treaties. Students are expected to respect and adhere to those laws. Any attempt to violate or circumvent applicable laws when using District Computer and network Resources may result in either civil litigation or prosecution, by providing any relevant information within its possession.

The District makes reasonable efforts to secure its Computer System against unauthorized access or misuse. These efforts include monitoring student use of computers, and the installation, on district computer connected to the Internet, of software designed to block or filter access to visual depictions that are obscene, pornographic, or harmful to minors as defined by Federal law. However, it is impossible for the District to prevent access to all controversial materials, or to comply with specific parental demands concerning an individual student's use of the Internet and other Computer or Network Resources.

Parents are encouraged to monitor their children's use of District computers and computer accounts, and should report immediately any misuse, or access to inappropriate materials, which they or their children experience or detect.



DECEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOVEMBER 2023	JANUARY 2024				1	2
1 2 3 4	1 2 3 4 5 6					
5 6 7 8 9 10 11	7 8 9 10 11 12 13					
12 13 14 15 16 17 18	14 15 16 17 18 19 20				MS Fall Book Fair NYSSMA All-State Winter Conference, Rochester CE School Picture Make Up Day Elementary Trimester 1 Ends	NYSSMA All-State Winter Conference, Rochester CE PTO Winter Wonderland EJA PTO Cookies & Cocoa with Claus
19 20 21 22 23 24 25	21 22 23 24 25 26 27			Aides/Assistants Appreciation Month		
26 27 28 29 30	28 29 30 31					
3	4	5	6	7	8	9
NYSSMA All-State Winter Conference, Rochester Cocksackie Christmas by the River				PK-12 Early Dismissal Hanukkah		Athens Victorian Stroll
10	11	12	13	14	15	16
		CE PTO Meeting, 3:45 p.m. 5th and 6th Grade Winter Concert, 7:00 p.m. PK-12 Early Dismissal	7th and 8th Grade Winter Concert, 7:00 p.m.	LINKS, 3:30 p.m.	MS/HS End Progress Report 2	
17	18	19	20	21	22	23
	EJA PTO Meeting, 3:45 p.m.	HS Winter Concert, 7:00 p.m.	Winter Concert Cancellation Date, 7:00 p.m.	BOE Regular Meeting, HS Library, 6:30 p.m.	CE Holiday Concert, 2:30 p.m.	
24	25	26	27	28	29	30
Christmas Eve	No School--Holiday Recess					
31						
New Year's Eve	Christmas Day (Offices Closed)	(Offices Closed)			(Offices Closed)	

All Dates Tentative

All Jewish holidays begin at sundown on the evening before.



Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Cocksackie-Athens Central School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Cocksackie-Athens Central School District may disclose appropriately designated “directory information” without written consent, unless you have advised the Cocksackie-Athens Central School District to the contrary in accordance with Cocksackie-Athens Central School District procedures. The primary purpose of directory information is to allow the Cocksackie-Athens Central School District to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following

information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Cocksackie-Athens Central School District to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the Cocksackie-Athens Central School District in writing by September 1, 2023. The Cocksackie-Athens Central School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user



Permission to Publish Student Pictures

At times throughout the school year we may publish student pictures in newspaper articles, school newsletters or on our website. If you **DO NOT** want your child’s picture published, please notify the school district by 9/1/23 at 731-1710 or e-mail [applegatej@cacsd.org](mailto:applegatej@cacsd.org).

JANUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
Custodial Appreciation Month	No School–New Year’s Day (Offices Closed)					
7	8	9	10	11	12	13
	CE Penny Wars					
		CE PTO Meeting, 3:45 p.m.				
14	15	16	17	18	19	20
	Parent Community Council, HS Library, 6:30 p.m. No School–Martin Luther King, Jr. Day (Offices Closed)			BOE Regular Meeting, EJA Cafeteria, 6:30 p.m.		
21	22	23	24	25	26	27
		NYS Regents Exams				
	EJA PTO Meeting, 3:45 p.m. Parent Community Council, 6:30 p.m.				MS/HS End Quarter 2	
28	29	30	31		DECEMBER 2023	FEBRUARY 2024
					1 2	1 2 3
					3 4 5 6 7 8 9	4 5 6 7 8 9 10
					10 11 12 13 14 15 16	11 12 13 14 15 16 17
					17 18 19 20 21 22 23	18 19 20 21 22 23 24
					24 25 26 27 28 29 30	25 26 27 28 29
					31	
	CE PTO School Store Fundraiser Kickoff					



Equal Access Guaranteed

The Cocksackie-Athens Central School District does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, sexual orientation, gender identity, disability, predisposing genetic characteristic, or weight in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et. seq. known as the Americans With Disabilities Act or 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, or the Dignity for All Students Act. The District's Compliance Officer for Title IX is Karen Miller, 24 Sunset Blvd, Cocksackie, NY 12051. millerk@cacsd.org. 518-731-1770. The individual responsible for coordinating compliance with Section 504 is Katie Castle, who can be reached at 24 Sunset Blvd, Cocksackie, NY 12051. castlek@cacsd.org 518-731-1725.

Interscholastic Sports

Cocksackie-Athens Central School District offers a comprehensive interscholastic athletic program throughout the school year. All students desiring to participate in any sports activity must have a completed sports physical prior to participation. We offer opportunities for sports physicals here in school by our school physician. You may also have your private physician complete the physical as well. Sign your child up by using the FamilyID portal accessed through our website www.cacsd.org. The website also offers access to sports schedules for each season.

Annual Notification Availability of Asbestos Management Plan

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), an asbestos re-inspection of asbestos containing building materials was performed for each school building. The inspection findings are in the asbestos management plan and are on file in the school administrative office.

The EPA requires re-inspections of the asbestos materials every three years and a periodic surveillance every six months.

The Cocksackie-Athens Central School District will notify the public and building occupants of the availability of the Asbestos Management Plan by use of the school newsletter/calendar. This document is distributed to all residents of the Cocksackie-Athens Central School District and occupants of all district buildings.

The Asbestos Management Plan for the Cocksackie-Athens Central School District is available to the public for review during the following hours at its Administration Center at 24 Sunset Boulevard, Cocksackie, Monday through Friday, 8:30 a.m. to 4:00 p.m. For more information, please contact the following person: Mr. Eric Besenfelder, besenfeldere@cacsd.org; Phone 518-731-1730, Fax 518-731-1831.



FEBRUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
			Admin and Supervisor Appreciation Month School Bus Driver Appreciation Month	BOE Workshop, HS Library, 6:00 p.m. First Day of Black History Month	EJA Spring Picture Day	
4	5	6	7	8	9	10
	CE Kindergarten Registration	CE Kindergarten Registration	EJA Pre-K/Kindergarten Registration	EJA Pre-K/Kindergarten Registration BOE Regular Meeting, MS Library, 6:30 p.m.	CE & EJA K Registration (SNOW DATE) CE PTO Movie Night	
11	12	13	14	15	16	17
	EJA PTO Meeting, 3:45 p.m.	CE PTO Meeting, 3:45 p.m.	Valentine's Day	CE 2nd Grade Performance, 2:15 p.m.		
18	19	20	21	22	23	24
	No School--President's Day Recess					
	President's Day (Offices Closed)					
25	26	27	28	29	JANUARY 2024	
			EJA 2nd Grade Performance, 2:15 p.m.		1 2 3 4 5 6	MARCH 2024
					2 8 9 10 11 12 13	1 2
					14 15 16 17 18 19 20	3 4 5 6 7 8 9
					21 22 23 24 25 26 27	8 9 12 13 14 15 16
					28 29 30 31	17 18 19 20 21 22 23
						24 25 26 27 28 29 30
						31

All Dates Tentative

All Jewish holidays begin at sundown on the evening before.



Required Notification Regarding Pesticide Use

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides periodically throughout the school year.

The Cocksackie-Athens Central School District is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following application;
- Anti-microbial products;
- Nonvolatile insecticidal baits in tamper-resistant bait stations in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides;
- The application of EPA designated exempt materials under 40CFR152.25;
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets.

(Please note: The Cocksackie-Athens Central School District does not typically apply any pesticides that would require notification under this law.)

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please complete the form below (or a facsimile) and return it to Eric Besenfelder, Pesticide Representative, at Cocksackie-Athens Central school District,

24 Sunset Boulevard, Cocksackie, NY 12051. This information may also be emailed to [besenfeldere@cacsd.org](mailto:besenfeldere@cacsd.org) or faxed to 731-1831. Questions or requests for further information may also be directed to Mr. Besenfelder at 731-1730.

Request for Pesticide Application Notification

School Building: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If you have submitted this information to us in the past, and there is no change, you do not need to notify us this year. This notification is only for new requests or where contact information has changed.



MARCH 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>FEBRUARY 2024</div> <div>1 2 3</div> <div>4 5 6 7 8 9 10</div> <div>11 12 13 14 15 16 17</div> <div>18 19 20 21 22 23 24</div> <div>25 26 27 28 29</div>	<div>APRIL 2024</div> <div>1 2 3 4 5 6</div> <div>7 8 9 10 11 12 13</div> <div>14 15 16 17 18 19 20</div> <div>21 22 23 24 25 26 27</div> <div>28 29 30</div>				1	2
				Tech Service Appreciation Month	First Day of Women's History Month	
3	4	5	6	7	8	9
	CE PTO A.C.E. Program, 3:30 p.m.				MS/HS End Progress Report 3 High School Musical, 7:00 p.m.	High School Musical, 7:00 p.m.
10	11	12	13	14	15	16
High School Musical, 2:00 p.m. Daylight Saving Time Begins (Turn clocks ahead 1 hour)	CE PTO A.C.E. Program, 3:30 p.m.	CE PTO Meeting, 3:45 p.m.		Elementary End of Trimester 2 BOE Workshop, HS Library, 6:00 p.m.	No School—Conference Day	
17	18	19	20	21	22	23
St. Patrick's Day	CE PTO A.C.E. Program, 3:30 p.m. EJA PTO Meeting, 3:45 p.m. Parent Community Council, 6:30 p.m.	PK-12 Early Dismissal	GCMEA Spring All-County Practice, 3:00 p.m.	LINKS, 3:30 p.m. BOE Regular Meeting, CE Cafeteria, 6:30 p.m.	GCMEA Spring All-County Practice, 3:00 p.m. GCMEA Spring All-County Concert, 7:30 p.m.	Odyssey of the Mind Purim
24	25	26	27	28	29	30
Odyssey of the Mind (Snowdate)						
31	CE PTO A.C.E. Program, 3:30 p.m. High School Music In Our Schools Month Concert, 7:00 p.m.	CE PTO Spring Egg Grab High School Music In Our Schools Month Concert Cancellation Date, 7:00 p.m.	CE PTO Spring Egg Grab (Raindate) CE 4th Grade Chorus and Band Concert, 6:30 p.m.	PK-12 Early Dismissal	No School—Vacation Day (Offices Closed)	
Easter Sunday						

All Dates Tentative

All Jewish holidays begin at sundown on the evening before.



## Addressing Concerns

Parents and community members should address their specific concerns to the appropriate person(s) in the prescribed order listed below.

Curriculum, Grades, Schoolwork	Special Education Services	Instructional Technology	Program Offerings	Students
Teacher	Teacher	Teacher	Principal	Teacher
Counselor	Principal	Director of Technology Nicole Lindeman	Asst. Supt for Curr./Inst. Kerry Houlihan	Principal
Principal	Director of Special Education Katie Castle	Superintendent* Randall Squier	Superintendent* Randall Squier	Asst. Supt for Curr./Inst. Kerry Houlihan
Asst. Supt for Curr./Inst. Kerry Houlihan	Asst. Supt for Curr./Inst. Kerry Houlihan			Superintendent* Randall Squier
Superintendent* Randall Squier	Superintendent* Randall Squier			

Food Service	Transportation	Physical Condition of Buildings & Grounds	Health & Safety	Interscholastic Athletics
Director of Food Service Mary DiStefano	Principal	Quality Assurance Coordinator Mike Petramale	Building Nurse	Coach
Admin for Business & Finance Ryan Palmer	Director of Transportation Ted Nugent	Admin for Business & Finance Ryan Palmer	Building Principal	Varsity Coach If concern is for modified or JV level
Superintendent* Randall Squier	Admin for Business & Finance Ryan Palmer	Superintendent* Randall Squier	Admin for Business & Finance Ryan Palmer	Athletic Director Curtis Wilkinson
	Superintendent* Randall Squier		Superintendent* Randall Squier	Building Principal
				Superintendent* Randall Squier

For any concerns not listed above, begin by contacting your child’s building principal.

*\*Issues not satisfactorily resolved by the above procedures will be addressed by the Superintendent of Schools and, if necessary, by the Board of Education.*

## Health and Wellness

The Coxsackie-Athens Central School District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

This policy outlines the District’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff and schools in the District.

The full Health and Wellness Policy #5430 and the progress reports can be found at [www.cacsd.org](http://www.cacsd.org)

# APRIL 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	No School—April Break					
Clerical Appreciation Month	Easter Monday					
7	8	9	10	11	12	13
		Grades 5 & 6 NYS ELA Test CE PTO Meeting, 3:45 p.m.	Grades 5 & 6 NYS ELA Test EJA 4th Grade Chorus and Band Concert, 6:30 p.m.	Grades 7 & 8 NYS ELA Test BOE Workshop, EJA Cafeteria, 6:00 p.m.	Grades 7 & 8 NYS ELA Test	
14	15	16	17	18	19	20
	EJA PTO Meeting, 3:45 p.m. Tax Day		NYS ELA Assessments Grades 3-4	NYS ELA Assessments Grades 3-4 BOE Regular Meeting, MS Library, 6:30 p.m.	MS/HS End Quarter 3 NYSSMA Solo & Ensemble Festival, 6:30 p.m.	NYSSMA Solo & Ensemble Festival, 6:30 p.m.
21	22	23	24	25	26	27
	Passover	Grades 5 & 6 NYS Math Assessment EJA 1st Grade Performance, 2:15 p.m. BOCES Vote and Workshop, HS Library, 6:00 p.m.	Grades 5 & 6 NYS Math Assessment	Grades 7 & 8 NYS Math Assessment CE PTO Art Show and Ice Cream Social, 6:00 p.m.	Grades 7 & 8 NYS Math Assessment	
28	29	30			MARCH 2024	
					1 2	MAY 2024
					3 4 5 6 7 8 9	1 2 3 4
					10 11 12 13 14 15 16	5 6 7 8 9 10 11
					17 18 19 20 21 22 23	12 13 14 15 16 17 18
					24 25 26 27 28 29 30	19 20 21 22 23 24 25
					31	26 27 28 29 30 31

All Dates Tentative

All Jewish holidays begin at sundown on the evening before.

Attendance Policy

Good attendance is critical to school achievement. Coxsackie-Athens Central School District reviews and updates its attendance policy yearly to assure it conforms with new state guidelines. Parents should note that student attendance appears on high school interim reports and report cards, as does middle and high school notification benchmarks, which result in letters being sent directly to them. The attendance policy is discussed with students during the first week of school and in student handbooks. Full copies of the policy are available on [www.cacsd.org](http://www.cacsd.org) or from school offices.

Highlights

**EXCUSED ABSENCES OR TARDINESS.** Excused absences or tardiness must be documented in writing upon the child’s return to school. When possible, parents should contact the school in writing or by telephone prior to the absence. Students must make up all work missed.

Excused absences include: personal illness, death in the family, medical appointments (that cannot be scheduled outside of school hours), court appearances/ legal obligations, religious observances, quarantine, approved educational program, approved cooperative work program, military obligations, pre-approved college visits for high school juniors and seniors, and other absences that may be excused at the discretion of the principal.

**UNEXCUSED ABSENCES OR TARDINESS.** An unexcused absence or tardy is for any reason not included above, absences not pre-approved by the district or absences for which an inappropriate note or documentation is submitted. Family trips or vacations during school time, haircuts, shopping or an absence without a specific reason are also considered unexcused absences, as are “oversleeping” going out to breakfast, or “car trouble.” Students must make up all work missed.

**TRUANCY.** Absence for any reason whereby parents believe their child to be in school is considered truant, as is leaving school without permission. Make-up work will not be offered.

**PENALTIES FOR POOR ATTENDANCE; PARENT NOTIFICATION.** Chronic absences and tardiness, either excused or unexcused, is not tolerated. Make-up work is expected for excused and unexcused absences; it is not offered for truancy. Excessive absences or tardiness are addressed in the following manner.

Elementary School

- 10% of days absent = letter to parents
- 20 days absent or tardy = letter to parents advising that PINS (Person in Need of Supervision) petition may be filed or other intervention at the building principal’s discretion may be sought
- 30 days absent or tardy = District attorney may be notified

Middle School

- 10% of days absent = letter to parents
- 20 days absent = letter to parents advising that PINS petition may be filed or building principal may seek other intervention
- 30 days absent = District Attorney may be notified
- Each truancy = student is assigned to an Alternate Learning Site; notice sent to parents

High School

- 10% of days absent = letter to parents
- 20 days absent = letter to parents advising that PINS petition may be filed or building principal may seek other intervention
- 30 days absent = District Attorney may be notified
  - Attendance notification is made in five week intervals through interim progress reports and quarterly report cards. Parents should carefully note attendance information on report cards, which is a cumulative year-to-date total.
  - At each interval, the building principal will review the number of absences. Excessive absences compel the district to file a PINS petition or invoke other intervention services.
  - 3 unexcused tardies to a class = 1 unexcused absence to that class
  - Any unexcused tardy in excess of 20 minutes constitutes an unexcused absence for that class
  - Each truancy – student is assigned to an Alternate Learning Site; notice sent to parents.



MAY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
APRIL 2024	JUNE 2024		1	2	3	4
1 2 3 4 5 6	1					
7 8 9 10 11 12 13	2 3 4 5 6 7 8					
14 15 16 17 18 19 20	9 10 11 12 13 14 15					
21 22 23 24 25 26 27	16 17 18 19 20 21 22		NYS Math Assessments Grades 3-4			
28 29 30	23 24 25 26 27 28 29		First Day of Asian Pacific American Heritage Month	NYS Math Assessments Grades 3-4	CE 1st Grade Show, 2:15 p.m.	EJA Margaret Schmidt 5K Fun Run
	30	Teacher Appreciation Month				
5	6	7	8	9	10	11
Cinco de Mayo	CE K Screenings	CE K Screenings Grade 8 NYS Science Test	TENTATIVE—Grade 5 NYS Science Test	Showcase of Student Success District Wide Pre-K Screenings	Pre-K Screenings	
12	13	14	15	16	17	18
			CE Grandparents Week			
			CE PTO Book Fair			
			EJA Kindergarten Screenings EJA PTO Book Fair Preview Day CE PTO Meeting, 3:45 p.m.	EJA PTO Book Fair		
Mother's Day	EJA Kindergarten Screenings		Artistic Explorations: C-A K-12 Art Show, 4:00 p.m.		EJA Grandparents Day	
19	20	21	22	23	24	25
	EJA PTO Meeting, 3:45 p.m. Parent Community Council, 6:30 p.m.	CE PTO BBQ and Basket Raffle During Budget Vote Budget Vote and BOE Elections, CE & EJA, 1:00-9:00 p.m. PK-12 Early Dismissal	5th & 6th Grade Spring Concert, 7:00 p.m.	BOE Regular Meeting, HS Library, 6:30 p.m.	MS/HS End Progress Report 4	
26	27	28	29	30	31	
	No School—Memorial Day (Offices Closed)		High School Spring Concert, 7:00 p.m.	High School Spring Concert, Cancellation Date, 7:00 p.m	CA Community Walk	



No Child Left Behind Act

As part of the Federal No Child Left Behind Act, parents of each student attending a Title I school may request information about the professional qualifications of their child’s classroom teacher. The same information can be requested about a Teaching Assistant who is assigned to the child’s classroom.

If a parent or guardian requests such information in writing, the district will respond to him/her in writing within ten (10) school days. The information will be provided in an understandable and uniform format.

The written response will include the following information:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher as well as the field of discipline of the certification or degree; and,
- Whether the child is provided services by teaching assistants and, if so, their qualifications.

The district makes every effort to ensure that all teachers and teaching assistants are highly qualified and provides training opportunities to enhance the skills and knowledge of all staff members.

Any parent/guardian requesting this information should contact in writing:  
Randall Squier, Superintendent of Schools  
Coxsackie-Athens Central School District  
24 Sunset Boulevard  
Coxsackie, NY 12051



JUNE 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MAY 2024	JULY 2024					1
1 2 3 4	1 2 3 4 5 6					
5 6 7 8 9 10 11	7 8 9 10 11 12 13					
12 13 14 15 16 17 18	14 15 16 17 18 19 20					
19 20 21 22 23 24 25	21 22 23 24 25 26 27					
26 27 28 29 30 31	28 29 30 31					
2	3	4	5	6	7	8
		Grade 4 Meet and Greet 7th & 8th Grade Spring Concert, 7:00 p.m.			EJA PTO Sandy Crowley Picnic	
9	10	11	12	13	14	15
		Grade 4 Meet and Greet (Raindate) CE PTO Meeting, 3:45 p.m. Shavuot		EJA Field Day	NYS Regents Exams Flag Day	
16	17	18	19	20	21	22
Father's Day	EJA PTO Meeting, 3:45 p.m. Regents Rating Day #1	NYS Regents Exams	No School--Juneteenth	EJA 4th Grade Moving Up Ceremony, 9:30 a.m. BOE Regular Meeting, MS Library, 6:30 p.m.	CE 4th Grade Moving Up Ceremony, 9:30 a.m.	
23	24	25	26	27	28	29
	NYS Regents Exams					
30	MS 8th Grade Moving Up Ceremony, 10:00 p.m.	MS/HS End Quarter 4 LINKS, 4:00 p.m.	Regents Rating Day #2 No School--Conference Day		Graduation	

JULY

2024

AUGUST

2024

SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
		BOE Regular Meeting, 6:30 p.m.		Independence Day (Offices Closed)		
7	8	9	10	11	12	13
	Summer Term					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

All Dates Tentative

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
				Summer Term Ends		
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	NYS Regents Exams					
25	26	27	28	29	30	31
	Fall Sports Begin					

All Jewish holidays begin at sundown on the evening before.

### Important Phone Numbers

- District Office**  
Randall Squier,  
Superintendent.....518-731-1710
- Coxsackie-Athens High School**  
William Behrle, Principal .....518-731-1801
- Coxsackie-Athens Middle School**  
Freya Mercer, Principal.....518-731-1850
- Coxsackie Elementary School**  
Karen Miller, Principal .....518-731-1771
- Edward J. Arthur Elementary School**  
James Martino, Principal.....518-731-1750

### School Closing Information

When school is closed, parents will be notified via the district’s automated messaging system. Parents are responsible for ensuring their contact information is accurate and may do so by accessing the parent portal on the district website. Announcements will also occur on local television and radio channels, as well as the district’s website, Facebook page and Twitter page.

### Infinite Campus Student and Parent Portal

Coxsackie-Athens CSD is continuing to work to improve parent and student access to pertinent information regarding their students via the IC Student and Parent Portals. The CACSD continues the transition to electronic communications instead of paper mailings in the school district by utilizing the portals to send information out to parents and students. Below is a list of documents that can be found on the portals. As with last year, if you still wish to receive a paper mailing, there is an opt-in form available in each school’s offices:

- CAHS:**
  - Schedules**—Available on the portals beginning 8/18/2023
  - Progress Reports**—Available on the portals
  - Report Cards**—Available on the portals
  - Discipline**—Available on the portals, all OSS will be mailed home.
- CAMS**
  - Schedules**—Available on the portals beginning 8/18/2023
  - Progress Reports**—Available on the portals
  - Report Cards**—Available on the portals
  - Discipline**—Available on the portals, all OSS will be mailed home.
- CE/EJA**
  - Schedules**—Available on the portal beginning 8/18/2023
  - ERC (Elementary Report Cards)**—Will be available on the portal, mailed home upon request, and available on conference days. Final Report card is backpacked in June.  
\*\*\*All contact information for parents/guardians and emergency contacts will be maintained on the portal. Parents/guardians will have the ability to update their personal contact information at any time on the parent portal. Parents can also contact their school’s main office for phone number changes. Address changes must be done in person with Mrs. Andrea Slater.\*\*\*

- The Parent Portal:**
  - Parent Portal Link**—<https://cacsd.infinitecampus.org/campus/portal/coxsackieathens.jsp>
  - Information Available on the Parent Portal**—Calendar, Attendance, Schedule, Discipline, Transcript, Report Card, Gradebook, ERC, Progress Report, Assessment, Fees
  - Other Capabilities**—Change password, username, and email address, request updates for your personal contact information for the school to use when contacting you and the priority levels  
The Parent Portal will reopen in mid-August for parent use. Parents are welcome to attend any of the various training sessions offered on conference days, back to school nights, and so on. Parents can call the office of their school for username and password information. Parents are welcome to contact Tech Services for assistance with login information.
- The Student Portal:**
  - Student Portal Link**—<https://cacsd.infinitecampus.org/campus/portal/coxsackieathens.jsp>
  - Information Available on Student Portal**—Calendar, Attendance, Schedule, Discipline, Transcript, Report Card, Gradebook, Progress Report, Assessments, Fees, ability to change password  
The Student Portal will reopen in mid-august for student use. Students will be re-trained on the portal at the start of the school year. All computer, library media, and office staff have been trained in assisting with username and password problems for students. Students experiencing login issues will need to report to the C-A Help Desk.